



**State of New Hampshire
Department of Environmental Services
PrintSTEP Program
29 Hazen Drive
PO Box 95
Concord, NH 03302-0095**

January 27, 2004

RE: PrintSTEP Annual Report

Dear PrintSTEP Printer:

It is the time of year to review your PrintSTEP requirements and report your status to the New Hampshire Department of Environmental Services (NH DES). NH DES has already documented success in early review of the PrintSTEP Program with 47 printers participating. Already, we have seen voluntary substitutions of printing chemicals and elimination or reduction of some hazardous wastes at several printing facilities. We commend these efforts and encourage you to continue practicing pollution prevention, as well as, embracing future community relations.

As a PrintSTEP participant with Agreement status, you are responsible for reviewing your activities on an annual basis in order to determine if your operations still meet appropriate levels for this status and reporting wastewater effluent data, air emissions, storm water status, confirm hazardous waste activity, and modifications made to the facility.

Applicable levels that qualify as Agreement status are as follows:

- **Air Level 3, 4 or 5**
- **RTAP Level 1, 2, or 3**
- **HAP Level 1, 2 or 3**
- **No Exposure Status or NPDES for Stormwater**
- **No wastewater discharge or authorized wastewater discharge to POTW**
- **No Hazardous Waste, Small Quantity Generator (<100kg/mo), Full Quantity Generator (<1000kg/mo), or Full Quantity Generator (>1000kg/mo)**

Please refer to the PrintSTEP Workbook (Chapters 3 – 8) to calculate or verify your

waste, emissions, and stormwater levels. Refer to your PrintSTEP Agreement for all reporting requirements, particularly, if you have made changes to your facility over the preceding year that affects your status. Complete the enclosed ***PrintSTEP Annual Report***. Keep in mind, that you are responsible to submit a copy of your wastewater effluent data to the local POTW.

Additionally, if you have made changes that affect your PrintSTEP status or company information has changed (i.e., contact information, number of employees, P2 activities, productivity indicator, etc.), you must also modify your PrintSTEP Application describing the changes. Please do so by completing the enclosed blank application. A copy of your original application is enclosed for your reference.

Please review your status with the PrintSTEP requirements and complete the ***PrintSTEP Annual Report*** and the ***Revised Application, if necessary***, and return to the PrintSTEP Program at the above referenced address by April 15th. You should also keep a copy of the annual report and revised application for your records. You can also refer to the PrintSTEP website <http://www.des.state.nh.us/SBTAP/printstep/> to view the data on file at NH DES for your company.

Since implementation of the PrintSTEP Program, NH DES promulgated new Hazardous Waste Rules for Full Quantity Generators (FQGs) and Small Quantity Generators (SQGs). The FQG program requires that each facility have a trained and certified Hazardous Waste Coordinator at the site. In NH, an SQG is any “person” that owns or operates a facility and generates less than 220 pounds (100 kilograms, approximately 26 gallons of most liquids) of hazardous waste each month.

The new rules became effective July 1, 2003 and require SQGs to submit to NH DES every three years a self-certification declaration stating that the facility is in compliance with the SQG regulations. A fee of \$60 per year, payable every three years at the time of certification is also required. If your facility is not in compliance, you must indicate any area(s) of non-compliance on the declaration form, and prepare a Corrective Action Plan describing the steps the facility will take to come into compliance, including a schedule. For those printers located in Rockingham and Strafford counties, the declaration form, the Corrective Action Plan, if necessary, and the fee were due January 1, 2004.

SQGs in the remaining counties will be phased in over the next two years according to the following schedule:

SQGs in the following Counties	First Certification Due	Fee Due with 1st Certification	Subsequent Certifications Due	Fee Due with Subsequent Certifications
Rockingham Strafford	January 1, 2004	\$180 (for 2004, 2005, and 2006)	Jan.1, 2007 and every 3 years thereafter	\$180
Cheshire Hillsborough	January 1, 2005	\$240 (for 2004, 2005, 2006, and 2007)	Jan.1, 2008 and every 3 years thereafter	\$180
Belknap, Carroll, Coos, Grafton, Merrimack, Sullivan	January 1, 2006	\$300 (for 2004, 2005, 2006, 2007, and 2008)	Jan.1, 2009 and every 3 years thereafter	\$180

A fact sheet on the certification program is included with this letter. Additional information, declaration forms, instructions, etc. can be obtained at <http://www.des.state.nh.us/SQG/>. The PrintSTEP Annual Report requires compliance with this rule.

Please do not hesitate to contact me at (800) 837-0656 or (603) 436-1139 or by email at Printstep@des.state.nh.us with any questions or concerns you have regarding the PrintSTEP Annual Report, the newly promulgated rules, or other PrintSTEP requirements.

Sincerely,

Tara E. Olson
Technical Specialist
Small Business Technical Assistance Program